



Special Assistant for Operations

About the Education Achievement Authority: The Education Achievement Authority is a new statewide school system that will assume operation of the lowest five (5) percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school year and then be expanded to include low performing schools throughout Michigan.

JOB TITLE: Deputy Chief Operations Officer

REPORTS TO: Department of Operations

RESPONSIBILITIES

- Support the operations department in planning, managing and coordinating day-to-day business activities.
- Follow up on strategic initiatives involving all levels of internal management and staff.
- Help disseminate information from the operations office to appropriate team leaders and staff members to facilitate communication and coordinate work streams.
- Monitor tasks delegated by the department of operations across the organization to ensure that completed work is achieved by agreed deadlines.
- Work closely and effectively with the department of operations to keep he/she well informed of upcoming commitments and responsibilities, and follow up appropriately.
- Act as gate-keeper for all internal and external requests for the executive's time, including meetings, reviews of materials, travel, event participation, etc.
- Facilitates speaking engagements and events with high-level external parties.
- Research, prioritize, and follows up on incoming issues and concerns addressed to the department of operations, including those of a sensitive or confidential nature.
- Prioritize conflicting needs; handle all matters expeditiously, proactively, and follow through on projects to successful completion, often with deadline pressures.
- Complete a broad variety of administrative tasks for the department of operations including managing an extremely active calendar of appointments; composing and preparing correspondence; arranging meeting agendas and briefing documents; monitor and respond to emails; coordinate complex and continually changing domestic and international travel, and track and process business-related expenses.
- Coordinate meetings and trainings for central team and school staff.
- Develop training materials for meetings and ensure effective execution of meetings.



Qualifications:

DESIRED SKILLS AND CREDENTIALS:

- Bachelor's degree and/or 10 years of experience.
- Outstanding communication skills, both written and spoken
- Must be able to work independently with minimal supervision in a fast-paced environment
- Must be able to prioritize and handle simultaneous assignments while adapting to changing deadlines and priorities with success and accuracy
- Ability to manage and navigate large volumes of (sometimes conflicting) information
- Ability to manage confidential information and documents with discretion
- Detail oriented and excellent organizational skills
- Ability to interface with board members, senior executives, and senior government officials
- Ability to build trust and establish rapport quickly
- 4+ years' work experience in a professional environment
- Excellent interpersonal and diplomacy skills

Benefits:

Medical, Dental, Vision and 401k

Salary:

Commensurate with Experience